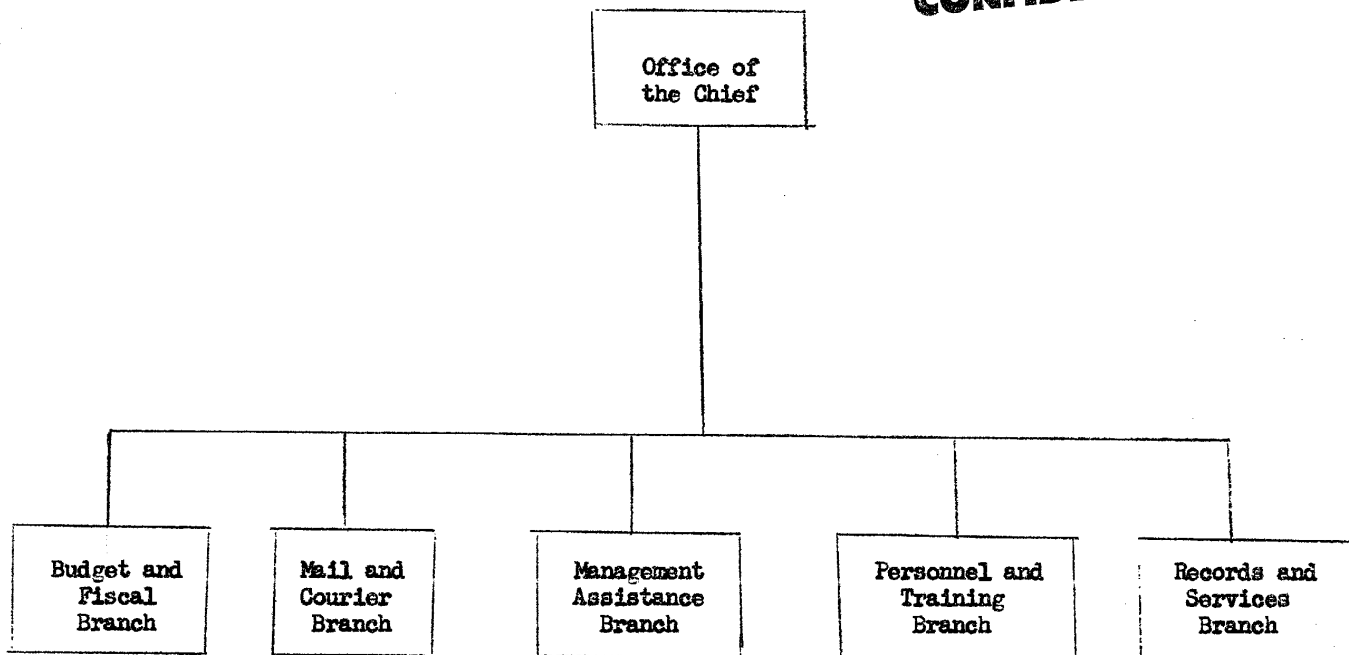


TAB

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SECRET

ADMINISTRATIVE STAFF
LOGISTICS OFFICE

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ADMINISTRATIVE STAFF

LOGISTICS OFFICE

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Discussion

1. The March 1953 reorganization of the Logistics Office established an Administrative Staff with functional responsibilities for Budget & Fiscal, Methods & Procedures, Personnel & Training, Security, and Records & Services. The T/O was established at 19 positions. Shortly after the establishment of the Administrative Staff and due to across the board increases in workload, it became apparent that a need existed for the establishment of organizational elements within the Staff as well as for additional personnel to complete Staff functions.
2. A detailed study of the Administrative Staff organization, functions, and staffing was initiated in the Fall of 1953 and completed in March 1954. The principal recommendations contained in that study have been incorporated into this proposal.
3. The abolishment of the General Services Office and the transfer to the Logistics Office of functions involving Printing and Reproduction Service, Space, Maintenance and Facilities, and Mail and Courier Service, together with a ceiling increase of necessarily resulted in a further increase in workload for all elements within the Administrative Staff.
4. To facilitate the accomplishment of assigned functions, it is proposed to establish the Administrative Staff on a functional basis, and to provide clear lines of responsibility with an adequate staffing pattern. The proposed Staff will consist of five branches, each identified by functional title (see organizational chart). While the proposed staffing results in an increase of 2 personnel, it is believed that such increase is essential for the Administrative Staff to provide for efficient accomplishment of assigned functions.

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Justification

1. The volume of communications, directed to as well as the daily conference held by the Chief, Administrative Staff require a Secretary-Steno GS-7 to provide necessary

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ADMINISTRATIVE STAFF
LOGISTICS OFFICE

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Justification Cont'd

1. secretarial service. (This Secretary will be able to furnish part-time services to other Branches in the Administrative Staff as required.
2. In FY 54 requests necessitated increasing the number of operational stock accounts from one to five operational stock accounts. These accounts, because of the basic manner by which the finding is made (withdrawals from other components of the Agency and allotments to LO) require constant surveillance to assure ample balances and proper functioning of accounts. Two of the operational stock accounts cover overseas operations, namely [] and require maintenance of outgoing records and reporting of obligations. The addition of five additional allotment accounts through the transfer of former GSO functions has established a requirement for monitoring approximately four million dollars budgeted for under these accounts, and a total LO budget of approximately \$10,000,000. The increase in workload as a result of these changes necessitates an addition of 1 Budget Officer GS-9.
3. There is a need within the LO for the development and maintenance of an Organization Manual reflecting the organizational structure and functions of each Logistics Office component; for providing for adequate forms and reports control; and for accomplishing the review of all requests for changes in personnel ceilings and for making recommendations to the Chief of Logistics or other official concerned for appropriate action and for maintaining a continuing control of the allotment of LO personnel ceilings.

The transfer of former GSO functions and approximately [] personnel to the LO has created additional workload in such fields as procedural instructions, regulatory issuances, employee suggestions, and records management. In order to provide for the above listed functions and increased workload it is necessary that an Administrative Officer GS-11 be added to the Records and Services Branch.

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ADMINISTRATIVE STAFF

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Justification Cont'd

4. The following workload data is furnished for each component of the Administrative Staff except the Mail and Courier Branch, whose staffing requirements remain unchanged. The estimated workload data has been amended as necessary to provide for the increase in workload resulting from the transfer to the Logistics Office of former General Services Office functions and approximately personnel. The summarized functional statements contained in the workload data as well as the estimated manhours involved have been reviewed and discussed with such other Agency components as the Office of Personnel and Comptroller's Office. The listed manhours and staffing requirements are considered to be the minimum necessary to accomplish assigned functions.

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**STATEMENT OF FUNCTIONS
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Assist and advise the Chief of Logistics, and staff and line officials in the development, application, and review of all administrative activities of the Logistics Office. Such activities include personnel and training, budget and fiscal, management assistance, records management, general and classified mail. Administer the Agency mail and courier service program.
2. In cooperation with the Logistics Career Service Board, formulate and execute internal personnel and training policies.
3. Develop personnel requirements, and conduct personnel functions involving the review, recording, and preparation and disposition of personnel forms and records.
4. Develop personnel training requirements for the Logistics Office, direct the formulation of logistics training programs and courses and schedule Logistics Office personnel for training.
5. Conduct liaison with the Office of Personnel and the Office of Training in the development of personnel and training policies and procedures.
6. Administer the Logistics Office records management program.
7. Administer centralized mail room, document registry, communications distribution and pickup, and classified material control function.
8. Advise in the preparation of staff and division budget estimates, consolidate and coordinate annual budget requests and justifications, prepare overall budget estimates, and justifications, for the review of Chief of Logistics, and assist the Chief in presentation of budget material at Comptroller hearings.
9. Assist the Chief of Logistics in the development of Logistics Office budget and fiscal policies.
10. Maintain a system of internal allotment and expenditure of funds and supply information regarding the availability of funds for Logistics Office programs, projects, and activities.
11. Develop and control procedures governing Logistics Office regulatory issuances.
12. Improve existing logistics procedures and develop and ensure the implementation of new and revised procedures.

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STATEMENT OF FUNCTIONS
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

13. Provide assistance to line and staff officials in the preparation of Logistics Office Instructions or Agency regulations.
14. In collaboration with the Management Staff, study and analyze operational efficiency, organizational structure and utilization of personnel, to effect improvement in these fields.
15. Provide for the control and collaborate in the evaluation of employee suggestions concerning logistics operations.

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**STATEMENT OF FUNCTIONS
BUDGET & FISCAL BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Plans and develops initial Logistics Office budget.
2. Analyze and evaluate initial draft of total estimate; compile workload data and standards.
3. Conduct hearings between divisions and Chief of Logistics: coordinate and include necessary changes; prepare budget in final form for (a) Office Estimate and (b) Agency Estimate.
4. Assist the Chief of Logistics in hearings before Comptroller and DD/A on review and justification of both Office and Agency estimates.
5. Furnish supplemental justification, coordinate replanning and rescheduling resulting from changes in estimates.
6. Interpret budget policy and directives; transfers funds between allotment accounts as necessary.
7. Determine and coordinate quarterly allotment of approved funds; reschedule funds as required by changes in operations.
8. Administer and control funds allotted to Logistics Office. Review monthly reports and initiate action to prevent anticipated problems and resolve situations not prevented. Assure that funds are expended as programmed or revise allotments in keeping with current programs.
9. Assists in establishing required funds accounting in divisions and staffs; reviews records and assures proper maintenance thereof.
10. Exercise surveillance over operational stock accounts and resolve problem situations.
11. Assists in the development of budget reports format to meeting operational requirements and comply with Agency directives.
12. Evaluate proposed changes to budget and accounting systems; program planning; install new systems.
13. Obtain monthly reports of obligations under Field Stock Accounts, and furnish monthly summary reports of obligations for all unvouchered allotment accounts to Finance Division, Office of Comptroller.

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**STATEMENT OF FUNCTIONS
MAIL AND COURIER BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Provide the Agency with an effective mail, courier, and messenger service responsible for the receipt, control, dispatch, collection, and distribution of official mail.

A. Courier Section

- (1) Provide regular scheduled and special courier and messenger service for the entire agency, except for those offices providing their own courier and messenger service as approved by the Deputy Director (Administration).
- (2) Provide armed courier(s) on specific assignments involving the risk of theft or compromise.
- (3) Provide, upon specific request, courier service to destinations away from the Washington area.
- (4) Provide technical assistance to CIA offices and officials with respect to courier and messenger operations.
- (5) Maintain liaison with other Government agencies regarding courier operations.
- (6) Comply with all security measures regarding courier and messenger operations.
- (7) Compile statistical data concerning Courier Section operations, including the number of regular and special courier trips performed, amount of time consumed for each, amount of inter-agency mail handled by courier, etc.

B. Mail Section

- (1) Process all official incoming and outgoing mail.
- (2) Maintain registry logs for all incoming and outgoing registered mail.
- (3) Maintain an up-to-date locator file of Agency personnel to facilitate the addressing of incoming mail for delivery to the various offices within the agency.
- (4) Provide technical assistance to CIA offices and officials with respect to mail operations.
- (5) Maintain liaison with other government agencies regarding mail operations.

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**STATEMENT OF FUNCTIONS
MAIL AND COURIER BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

- (6) Comply with all security regulations with respect to mail operations.
- (7) Compile statistical data concerning Mail Section operations, including data regarding the number of pieces of penalty indicia mail dispatched quarterly.

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**MANAGEMENT ASSISTANCE BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Assist in the determination of the need for, and provide for the control, coordination, review, and publication of all Logistics Office regulatory issuances.
2. Recommend and establish Logistics Office administrative policy and develop procedural instructions in connection with all administrative matters involving more than one Logistics Office component.
3. Provide for Logistics Office coordination of Agency regulatory issuances developed by other Agency components; evaluate comments received from Logistics Office components; prepare and submit to the Regulations Control Staff, DD/A, final LO comments.
4. Assist in the determination of the need for, and provide for the control and collaborate in the development and review of Agency and Logistics Office regulatory issuances initiated by components within the Logistics Office.
5. In conjunction with Staff and Division Chiefs, represent the Chief of Logistics at meetings and conferences with other Agency components in resolving problems or questions regarding policy or procedural aspects of Logistics Office regulatory issuances.
6. Develop and maintain Logistics Office organization manual, showing the missions of components, organizational structure and functions; assure that Logistics Office functions are assigned and that there is not unnecessary overlapping or duplication of functions between elements; evaluate requests and recommendations for changes in organization, functional assignments and staffing and recommend appropriate action.
7. Initiate, or upon request, conducts management studies designed to improve organizational structures, work methods, management practices, and operating procedures. Coordinate and participate in surveys and studies conducted by the Management Staff, DD/A and other external element, and is responsible for implementing accepted recommendations.
8. In conjunction with the Management Staff, DD/A, assist (operating personnel) within the Logistics Office in the selection of office machines and office equipment with regard to maximum suitability for work to be performed, anticipated utilization, and economy.
9. Establish and maintain personnel ceiling controls and recommend changes required by changes in organization, functions, and workload within the Logistics Office.

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MANAGEMENT ASSISTANCE BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

10. Provide for the control and collaborate in the evaluation of employee suggestions concerning logistics operations.
11. Review requests from Logistics Office components for space, telephones, moves, and major maintenance and recommend appropriate action; conduct space surveys and recommend space utilization plans; maintain record of parking space assignments and control distribution of office space assignments to Logistics Office components.

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STATEMENT OF FUNCTIONS
PERSONNEL AND TRAINING BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

1. Develop a program of personnel policies, administration and training for the Office of Logistics within the framework of established CIA personnel policies and regulations.
2. Review personnel evaluations for IO personnel and provide advice and assistance to supervisors and employees in all aspects of personnel evaluation.
3. Advise staff and division officials on all phases of personnel and training problems.
4. Cooperate with line and staff officials to determine classes and types of personnel required, and recommend slotting of personnel.
5. Maintain current information and status of T/O's and Position Inventory Records.
6. Provide service and support of Logistics Office Career Service Board by;
 - a. Providing secretariat.
 - b. Providing advance information on returning personnel.
 - c. Providing summary information on numbers, grades, dates of grades, location, etc., of personnel by career category.
 - d. Maintaining a roster of logistics personnel available for overseas and departmental service.
 - e. Maintaining control and follow-up on application of training prescribed by Career Service Board Actions.
 - f. Preparation and processing of SF-52, Request for Personnel Action, and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.
 - g. Provide technical advice on all problems of personnel or training.
7. Brief employees prior to overseas movement.
8. Review Personal History Statements, other Data, and interview prospective employees for referral to appropriate staffs or divisions.

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PERSONNEL AND TRAINING BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

9. Correspond with elements of the Logistics Office, headquarters and field, on matters of personnel and training, policy interpretation and procedural instruction.
10. Screen, control, and initiate personnel action requests.
11. Serve as employee counsellor for the Logistics Office.
12. Determine training requirements for technical logistics training for personnel of the Logistics Office and other offices of the Agency dealing with logistical matters and collaborate with the Office of Training to develop appropriate training methods, standards, facilities, and courses to fill these requirements.
13. Maintain training rosters and schedule individuals for prescribed training.
14. Serve as consultant to the Director of Training on the status and effectiveness of logistics training programs.
15. Conduct those courses in logistics operations which are to be provided by the Logistics Office.
16. Conduct exit interviews, analyze results and recommend appropriate action to reduce employee turnover.
17. Conduct research in personnel matters, such as morale, personnel utilization, absenteeism, turnover, and training and recommend and implement action designed to develop an efficient work force.

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STATEMENT OF FUNCTIONS
RECORDS AND SERVICES BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

1. Develop and maintain Logistics Office schedules of records and other current operational materials to be deposited in accordance with disaster plan; arrange for reproduction of materials where copies are not available; review quarterly inventories of materials on deposit and direct disposition thereof.
2. Conduct physical surveys of all Logistics Office records; develop records control schedules and maintain in current status; process and dispose of records in accordance with schedules.
3. Maintain distribution schedule for all types of regulatory issuances within Logistics Office; review Agency regulatory and proposed Agency regulatory issuances; determine logistics component to take action where action is required, and indicate action office on issuance; distribute issuances in accordance with schedule; secure additional copies as requested.
4. Receive, type mail control ticket and distribute mail centrally for Logistics Office; maintain suspense on due date cases received from higher echelon and follow-up with component assigned action thereon.
5. Receive and other Top Secret and Registered documents, prepare necessary forms, assign control number and otherwise process in accordance with existing instructions; control documents while in Logistics Office; maintain central file for documents; develop and implement instructions for handling documents; declassify or destroy Top Secret material when appropriate.
6. Receive, record, and distribute cables assigned to Logistics Office for action, secure referenced cables.
7. Assist Logistics Office components in establishing a uniform filing system; maintain central files for Office of Chief of Logistics Office and provide required reference service therefrom; review requests for filing equipment and recommend appropriate action.
8. Receive records forwarded by Logistics Office components for disposition; check against records control schedule and make disposition authorized; maintain record of disposition of all records.
9. Develop and issue instructions for the preparation and processing of correspondence, cables, and dispatches; spot check correspondence in process for proper format, signature, copies, and routing.

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